

**MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
CERTIFICATION REQUIREMENTS FOR
VOCATIONAL STUDENT SERVICES**

VOCATIONAL PLACEMENT COORDINATOR –SECONDARY/POSTSECDNARY AND ADULT

I. FIVE (5)-YEAR CERTIFICATE (NON-RENEWABLE):

- A.** The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant; and
- B.** Individuals shall be certified as a counselor; or
- C.** Be certified as a vocational teacher.

II. TEN (10)-YEAR CERTIFICATE REQUIREMENTS (RENEWABLE):

- A.** The applicant must have secured a teaching position in their area of professional/technical preparation and/or training and the employing school district or postsecondary institution must request and endorse certification and/or renewal for the applicant;
- B.** Individuals shall be certified as a counselor or in a vocational-technical area;
- C.** Two (2) years experience as a job placement coordinator during the previous five (5) years;
- D.** Successful completion of a course in vocational education if not taken as part of the master's program: and
- E.** Confirmed attendance at eight (8) vocational education conferences.